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MEMORANDUM FOR THE RECORD

SUBJECT: Status of Action Regarding Relocation of Agency Components

1. Pursuant to the approval of the master plan on 13 July 1961 by the DD/S, a meeting was held in the office of the Chief, Planning Staff, OL, on 17 July 1961 with Office of Logistics division representatives to discuss the plan and to fix responsibilities for future actions and/or tasks in connection with the move. Mr. [REDACTED] Chief, Asiatic-Pacific Branch, PS/OL, chaired the conference, and the following representatives were in attendance:

[REDACTED] rity Staff, OL
[REDACTED] ng Chief, Administrative
[REDACTED] y Division, OL
[REDACTED] rtation Division, OL
[REDACTED] Transportation Division,
[REDACTED] curement Division, OL
[REDACTED] ng Planning Staff, OL
[REDACTED] l Estate and Construction

[REDACTED] Planning Staff, OL

2. The master plan was discussed in detail and responsibilities for development of annexes to the plan were assigned to appropriate elements. Target for submission of completed drafts of the annexes was established as 21 July 1961. Additionally, the meeting served a very useful purpose in that overlapping problems and coordination areas were "focused" and agreement reached with regard to a common approach.

JOB NO. [REDACTED] FLD NO. [REDACTED] DOC. NO. 5 NO CHANGE
IN CLASS [REDACTED] CHANGED TO: TS S C RET. JUST. 22
NO. PGS 4 CREATION DATE [REDACTED] ORG COMP 35 OPI 35 ORG CLASS 5
REV CLASS C REV COORD. AUTH: HR 70-3

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3. On 18 July 1961, a meeting was held with the Acting Chief, Transportation Division, OL, and the Deputy Chief, Building Planning Staff, OL, regarding the clarification of functional responsibilities for providing public transportation to the new building and for developing plans concerning new building site traffic control. The Transportation Division's position was that these functions should properly be vested in the division and should be included as appendices to their plans. It was agreed by all parties attending that the Transportation Division would assume these responsibilities, and arrangements were effected to accomplish the transfer. A meeting with representatives of the Transportation Division, OL, and the public carrier company was scheduled for Friday, 21 July 1961.

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4. Several meetings were held during the week regarding the development of the movement schedule, which the Planning Staff, OL, considers at this time of the highest priority. A working paper draft of the movement schedule was completed on 18 July 1961. With respect to the movement schedule, an informal conference was held with Mr. [REDACTED] Office of the SSA-DD/S to ascertain his office's reaction to the proposed movement schedule dates for the DD/P. Mr. [REDACTED] indicated that the DD/P desired that "the first move of DD/P elements not occur until such time as completion of the building had progressed to a point which would permit an uninterrupted and expeditious move of all Clandestine Services components scheduled for occupancy of the building." Mr. [REDACTED] viewed that, in his opinion, a three-week period of continuous movement was reasonable and in accordance with the above desires. The draft movement schedules are presently under review and, insofar as construction schedules will permit, the DD/P desires will be adhered to. Draft copies of the movement schedule were provided to interested offices of the DD/S to assist them in development of their annexes and/or plans.

5. Copies of the master plan together with a guide for development of annexes were transmitted to DD/S components during the period 18-20 July 1961. The Planning Staff, OL, has been in telephone contact with these offices to alert them of its distribution and to offer required assistance. Transmittal letters to the DD/I and DD/P are being prepared and should be completed by 21 July 1961. These copies should be distributed in the near future.

6. The Status of Progress regarding the development of annexes to the master plan is appended.

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Enclosure:
Progress Chart

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